



PERSONNEL BULLETIN



SCOPE Education Services
100 Lawrence Avenue
Smithtown, NY 11787
631-360-0800

BULLETIN 2021-19

POSITION AVAILABLE

- POSITION:** Part Time Receptionist
- LOCATION:** SCOPE Administration Office
100 Lawrence Avenue
Smithtown, NY
- START DATE:** Immediate
- DAYS OF WEEK:** Monday- Friday
- TIME:** 8:30 a.m. – 12:30 pm or 12:30 p.m. – 4:30 p.m.; with availability to work additional hours as requested
- JOB DUTIES:** Major duties include the following:
- Screens entrants to the Operations Center
 - Greets visitors and directs them to the appropriate office; maintains visitor sign-in and sign-out sheet
 - Provides clerical support as requested
- QUALIFICATIONS:**
- High School Diploma or its equivalent
 - Previous office experience preferred
 - Excellent interpersonal and verbal communication skills
- SALARY:** \$20.00 per hour

PLEASE SEND COVER LETTER AND RESUME by October 29, 2021 to:

Office of Human Resources
SCOPE Education Services
100 Lawrence Avenue
Smithtown, NY 11787
or hr@scopeonline.us